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Chief Executive Officer

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February 10, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS:
INFORMATION TECHNOLOGY (IT) OCCUPATIONAL STUDY (PHASES I AND II)
AND DEPARTMENT OF HEALTH SERVICES IT BUREAU REORGANIZATION
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

This letter will update the County Classification Plan to further implement findings of Phases I and II of the Countywide Information Technology (IT) Occupational Study and the first phase of a proposed reorganization of the Department of Health Services (DHS) Administration Information Technology Bureau.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code to reclassify 89 information technology positions in 10 County departments as part of the ongoing implementation of the Countywide IT Occupational Study and the first phase of a proposed reorganization of the Department of Health Services Administration Information Technology Bureau.

"To Enrich Lives Through Effective And Caring Service"

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). It will also reflect the technological changes in Countywide IT operations. This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems.

Implementation Of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

Countywide Information Technology Occupational Study – Phase I

Phase I of the Countywide IT Occupational Study covered the classification and allocation of non-supervisory IT positions. Twenty-two (22) IT positions allocated to the Department of Public Social Services are being reclassified (Attachment A, Table I). Specifically, 15 of the recommended reclasses were inadvertently not included in Phase I. Seven (7) positions have recently been assigned supervisory responsibilities and are being reclassified to one of the new supervisory classifications.

Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. During the past two years, your Board has approved the creation of nine (9) IT management and supervisory classifications to reflect the County's current IT practices and organizations. These new classifications will eliminate 22 obsolete County classifications and will facilitate the recruitment and retention of technically-skilled managers and supervisors.

Forty-six (46) supervisory and management IT positions ordinated in nine (9) County departments are being recommended for reclassification (Attachment A, Table II). The duties and responsibilities assigned to these positions meet allocation standards of the recommended classes.

DHS Information Technology Bureau Reorganization – Project Delivery Division and Project Management Office

This is the first in a series of letters to implement findings of the proposed reorganization of the DHS IT Bureau. This phased approach reflects the prioritizing of critical operational needs as identified by DHS executive management. Twenty-nine (29) enterprise-wide project management positions assigned to the Project Delivery Division and Project Management Office were reviewed and 21 positions are being recommended for reclassification (Attachment A, Table III).

Please note that this IT reorganization will not result in any increase in the number of budgeted positions nor in Net County Cost. Where additional positions are deemed necessary as part of the proposed reorganization, other vacant positions allocated to the IT Bureau are being deleted from the budget. We intend to submit additional letters for your Board's approval as each major phase of the department's reorganization is completed.

FISCAL IMPACT/FINANCING

The projected budgeted cost for the 89 positions that will be reclassified is estimated to total \$386,240 (all funds). Net County Cost is estimated to be \$58,303. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

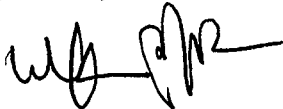
The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
SJM:CES:KP:ra

Attachment (1)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

RECOMMENDED RECLASSIFICATIONS FOR INFORMATION TECHNOLOGY POSITIONS (All positions are non-represented unless otherwise indicated)

I. COUNTYWIDE IT STUDY – PHASE I

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Public Social Services	6	Information Systems Analyst Aid (NM 82L) — <i>Represented</i>	15	Information Technology Technical Support Analyst I (NM 83F) — <i>Represented</i>
	9	Senior Information Technology Aide (NM 77F) — <i>Represented</i>		
	7	Information Systems Analyst II (NM 92B) — <i>Represented</i>	7	Information Technology Technical Support Supervisor (NM 95F) — <i>Represented</i>
Total	22			

II. COUNTYWIDE IT STUDY – PHASE II

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Fire - Administrative	3	Assistant Chief, Information Systems, Fire (NM 106J)	3	Information Technology Manager I (N23 S11)
	3	Information Systems Supervisor II (NM 104B)	3	Information Technology Supervisor (NM 104H)
Mental Health	4	Information Systems Manager I (NM 109H)	4	Information Technology Manager II (N23 S12)
Parks and Recreation	1	Departmental Information Systems Manager (N23 S10)	1	Information Technology Manager I (N23 S11)
	1	Information Systems Supervisor I (NM 99E)	1	Information Technology Supervisor (NM 104H)
Probation - Support Services	1	Departmental Information Security Officer I (NM 103E)	1	Departmental Information Security Officer II (NM 109H)
	2	Information Systems Manager I (NM 109H)	2	Information Technology Manager II (N23 S12)
	1	Information Systems Supervisor I (NM 99E)	7	Information Technology Supervisor (NM 104H)
	6	Information Systems Supervisor II (NM 104B)		

II. COUNTYWIDE IT STUDY – PHASE II (Cont'd)

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Probation - Support Services (cont'd)	2	Information Systems Supervisor I (NM 99E)	2	Information Technology Technical Support Supervisor (NM 95F)
	1	Information Systems Supervisor I (NM 99E)	1	Senior Information Systems Analyst (NM 99E)
Public Library	1	Departmental Information Systems Manager (N23 S10)	1	Information Technology Manager II (N23 S12)
	1	Information Systems Supervisor II (NM 104B)	1	Information Technology Manager I (N23 S11)
Public Social Services	1	Division Chief, PSS (N23 S12)	5	Information Technology Manager II (N23 S12)
	3	Information Systems Manager I (NM 109H)		
	1	Information Technology Specialist I (NM 109H)		
Public Works	1	Assistant Chief, Information Technology, Public Works (NM 110A)	2	Information Technology Manager II (N23 S12)
	1	Information Technology Specialist I (NM 109H)		
	1	Chief, Administrative Operations, PW (N23 S13)	3	Information Technology Manager III (N23 S13)
	1	Information Technology Specialist II (NM 114K)		
	1	Principal Engineer (112L) — <i>Represented</i>		
Registrar-Recorder/County Clerk	3	Division Manager, Registrar Recorder/County Clerk (N23 S11)	3	Information Technology Manager II (N23 S12)
Treasurer-Tax Collector	1	Information Systems Manager I (NM 109H)	1	Information Technology Manager II (N23 S12)
	1	Information Systems Supervisor II (NM 104B)	1	Departmental Information Security Officer I (NM 103E)
	4	Information Systems Supervisor II (NM 104B)	4	Information Technology Supervisor (NM 104H)
Total	46			

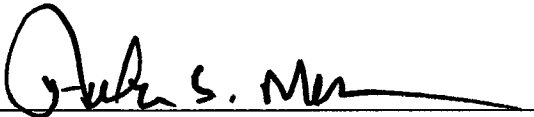
III. DHS IT BUREAU REORGANIZATION – PROJECT DELIVERY AND PROJECT MANAGEMENT

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Health Services - Administration	1	Assistant Nursing Director, Administration (N41 RN17)	1	Principal Information Systems Analyst (NM 103H)
	1	Data Elements Coordinator, Health Services (N23 S12)	1	Information Technology Manager III (N23 S13)
	3	Information Systems Analyst II (NM 92B) — <i>Represented</i>	1	Principal Information Systems Analyst (NM 103H)
			2	Senior Information Systems Analyst (NM 99E)
	6	Information Systems Manager I (NM 109H)	5	Information Technology Specialist I (NM 109H)
			1	Information Technology Specialist II (NM 114K)
	2	Information Systems Supervisor I (NM 99E)	2	Principal Information Systems Analyst (NM 103H)
	4	Information Systems Supervisor II (NM 104B)	1	Information Technology Specialist II (NM 114K)
			3	Principal Information Systems Analyst (NM 103H)
	1	Nursing Instructor (N21 RN07) — <i>Represented</i>	1	Information Technology Specialist I (NM 109H)
	1	Senior Information Systems Analyst (NM 99E)	1	Information Technology Specialist I (NM 109H)
	1	Staff Analyst, Health (NM 96D)	1	Principal Information Systems Analyst (NM 103H)
	1	Supervising Information Systems Support Analyst (NM 97E)	1	Senior Information Systems Analyst (NM 99E)
Total	21			

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by adding, deleting, and/or and changing certain classifications and numbers of ordinance positions in the departments of Fire, Health Services, Mental Health, Parks and Recreation, Probation, Public Library, Public Social Services, Public Works, Registrar-Recorder/County Clerk, and Treasurer and Tax Collector.

RAYMOND G. FORTNER, JR.
County Counsel

By: 
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Division

HSM:asv

Requested: 01-02-09

Revised: 01-16-09

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.76.011 (Fire Department – Administrative Budget) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2616A	3	ASST CHIEF, INFORMATION SYSTEMS, FIRE
2596A	3	INFORMATION SYSTEMS SUPERVISOR II

SECTION 2. Section 6.76.011 (Fire Department – Administrative Budget) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2565A</u>	<u>3</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2598A</u>	<u>3</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>

SECTION 3. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2574A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER III</u>
<u>2570A</u>	<u>2</u>	<u>INFO TECHNOLOGY SPECIALIST II</u>
<u>2594A</u>	<u>8</u>	<u>PRINCIPAL INFO SYSTEMS ANALYST</u>

SECTION 4. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5295A	42 <u>11</u>	ASST NURSING DIR,ADMINISTRATION
2624A	6 <u>5</u>	DATA ELEMENTS COORDINATOR,HS
2591A	35 <u>32</u>	INFORMATION SYSTEMS ANALYST II
2573A	20 <u>14</u>	INFORMATION SYSTEMS MANAGER I
2595A	3 <u>1</u>	INFORMATION SYSTEMS SUPERVISOR I
2596A	47 <u>13</u>	INFORMATION SYSTEMS SUPERVISOR II
2569A	5 <u>12</u>	INFORMATION TECHNOLOGY SPECIALIST I
5214A	30 <u>29</u>	NURSING INSTRUCTOR
2593A	63 <u>65</u>	SENIOR INFORMATION SYSTEMS ANALYST
4593A	84 <u>83</u>	STAFF ANALYST,HEALTH
2537A	2 <u>1</u>	SUPVG INFO SYSTEMS SUPPORT ANALYST

SECTION 5. Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2573A	4	INFORMATION SYSTEMS MANAGER I

SECTION 6. Section 6.86.010 (Department of Mental Health) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2571A</u>	<u>4</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>

SECTION 7. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2601A	4	DEPTL INFORMATION SYSTEMS MANAGER
2595A	4	INFORMATION SYSTEMS SUPERVISOR I

SECTION 8. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2565A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2598A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>

SECTION 9. Section 6.100.010 (Probation – Support services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2611A	4	DEPTL INFO SECURITY OFFICER I
2573A	2	INFORMATION SYSTEMS MANAGER I
2596A	6	INFORMATION SYSTEMS SUPERVISOR II

SECTION 10. Section 6.100.010 (Probation – Support services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2612A</u>	<u>1</u>	<u>DEPTL INFO SECURITY OFFICER II</u>
<u>2571A</u>	<u>2</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>
<u>2598A</u>	<u>7</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>
<u>2548A</u>	<u>2</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>

SECTION 11. Section 6.100.010 (Probation – Support services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2595A	5	<u>1</u>	INFORMATION SYSTEMS SUPERVISOR I
2593A	40	<u>11</u>	SENIOR INFORMATION SYSTEMS ANALYST

SECTION 12. Section 6.106.010 (Public Library) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2601A	4		DEPTL INFORMATION SYSTEMS MANAGER
2596A	4		INFORMATION SYSTEMS SUPERVISOR II

SECTION 13. Section 6.106.010 (Public Library) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>2565A</u>	<u>1</u>		<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2571A</u>	<u>1</u>		<u>INFORMATION TECHNOLOGY MANAGER II</u>

SECTION 14. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2588A	6	INFORMATION SYSTEMS ANALYST AID
2573A	3	INFORMATION SYSTEMS MANAGER-I
2569A	4	INFORMATION TECHNOLOGY SPECIALIST-I
2585A	9	SENIOR INFORMATION TECHNOLOGY AIDE

SECTION 15. Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2571A</u>	<u>5</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>
<u>2548A</u>	<u>7</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>

SECTION 16. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8014A	45 <u>14</u>	DIVISION CHIEF,PSS
2591A	402 <u>95</u>	INFORMATION SYSTEMS ANALYST II
2545A	86 <u>101</u>	IT TECHNICAL SUPPORT ANALYST I

SECTION 17. Section 6.109.010 (Department of Public Works) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1033A	4	ASST CHIEF, INFO TECHNOLOGY, PW
2570A	4	INFO TECHNOLOGY SPECIALIST II

SECTION 18. Section 6.109.010 (Department of Public Works) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2571A</u>	<u>2</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>
<u>2574A</u>	<u>3</u>	<u>INFORMATION TECHNOLOGY MANAGER III</u>

SECTION 19. Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1028A	6 <u>5</u>	CHIEF, ADMINISTRATIVE OPERATIONS, PW
2569A	5 <u>4</u>	INFORMATION TECHNOLOGY SPECIALIST I
3438A	34 <u>30</u>	PRINCIPAL ENGINEER

SECTION 20. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2571A</u>	<u>3</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>

SECTION 21. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1122A	44 <u>8</u>	DIVISION MANAGER,REG-REC/CO CLERK

SECTION 22. Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2573A	4	INFORMATION SYSTEMS MANAGER I
2596A	5	INFORMATION SYSTEMS SUPERVISOR II

SECTION 23. Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2611A</u>	<u>1</u>	<u>DEPTL INFO SECURITY OFFICER I</u>
<u>2571A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>
<u>2598A</u>	<u>4</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>

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